

“How Do I Access My Army Civilian Record Brief (CRB)”

The Department of the Army developed the Civilian Record Brief (CRB) for all civilian employees. The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, the Defense Civilian Personnel Data System (DCPDS), Notification of Personnel Action (their SF-50s) and Training Application Systems. By putting all of this information on a single, easily viewed document, employees will have an uncomplicated method for reviewing their data contained in the DCPDS and taking steps, if necessary, to update or correct the data.

To access the CRB follow that steps outlined below:

1. Navigate to the Army CPOL Portal page <http://acpol.army.mil/>
2. Click the CAC Employee Login, read the system access notice, and click OK.
3. Select your non-email digital certificate from the choices.
4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
5. From the CPOL Portal home page, click on the Employee Tab, and then click the “Go!” on the Employee Data portlet.
6. Once the Employee Data portlet appears, click on Civilian Record Brief (CRB) under the Self Service Applications.
7. You will be prompted to either:
 - a. View My CRB: This selection automatically generates your CRB using Adobe Reader. Once you see it displayed on the screen you may then view it online or save it as a file on your computer.
 - b. Update My CRB: This selection allows you to update Section 1 and Section 9b and to choose which training instances to display in Section 6.

Employees are encouraged to review their CRB for accuracy. A copy of the employee's CRB will also be available to their supervisor; however, the CRB does not contain any information that is not already accessible by supervisors. It is merely an additional resource that places pertinent information on a single page making it more accessible, and reviewable, by the employee and their supervisor.

See the attached documents to view a sample CRB along with the CRB Quick Guide. View the complete CRB Users Guide visit the Fort Sam Houston CPAC web page at <http://www.samhouston.army.mil/cpac/documents/CRB-UserGuide.pdf>.

Army Civilian Record Brief

Quick Guide

Updated: August 18, 2011

What is the Army Civilian Record Brief (CRB)?

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service applications.

How do I update the information in my CRB? What does the data in each field represent?

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guild, located at: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>

- **Blue shaded sections** are updateable in MyBiz, which is a self-service Portal for all DoD civilian employees. You have ownership of this information, and the ability to correct and change it. A blue link at the bottom-left of the CRB will take you to MyBiz. The full MyBiz user guide is located at: http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx
- **Tan shaded sections** are updateable through the “Update My CRB” function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the “Update My CRB” function.
- Supervisor and Supervisor email (Section 4): If your supervisor's name and email address are incorrect or display “Data Update Needed,” please send the following link (or it’s contents) to your immediate supervisor and ask them to follow the simple instructions: http://cpol.army.mil/docs/SSPH_Quick_Guide.pdf
- Home Address (Section 4): This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS). If your mailing address is incorrect, you may update it via self-service at <https://mypay.dfas.mil/mypay.aspx>. Log in, and then select Correspondence Address under the header “Pay Changes” to update your home address. This update will flow to DCPDS and be visible on your CRB within 48 hours.
- **White sections** are only updateable by Army Civilian HR Professionals. Please review the full CRB User’s Guide for instructions on how to submit a Helpdesk Ticket to request data corrections: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.

US ARMY CIVILIAN RECORD BRIEF

Brief Date		Pay Plan -Series - Grade / Step			Position Title		Last 4 - SSN		Employee Name							
2011/11/10		GS-2210-14 / 04			IT SPECIALIST (APPSW)		1234		CIVILIAN, JOE D.							
Section 1 - Special Assignments					Section 2 - Security Investigation Data			Section 3a - Service Data			Section 4 - Contact Info					
End Date	MO	Tour	Title	Location	Posn Sensitivity: Noncritical-Sens (NCS) Natl Secty Risk Posn Sec Access: Secret-ENTNAC/NAC/NACI Reqd Type: NLC - NAC, LAC & Credit Clncl Elig: Secret	Date: 2003/11/14 Due: 2014/01/28	SCD Leave: 1979/10/01		SCD RIF: 1979/10/01		Emergency Contact		Employee Address			
2006/06/30	60	O	Info Assurance Ofcr	Hdlbrg, GE			Vet Pref RIF: N		Emer Esntl Posn: Not EE/Key		Civilian, Jane M.		123 Main St.			
1998/06/15	198	O	Pers Sys Mgr	Vicenza, IT			Army Civ Svc Dt		2001/08/12		123 Main St.					
Section 5 - Languages					Language Identifier	Listen	Read	Speak	Write	Tenure Group		Permanent - Tenure Group 1		Anytown		
					German-Bavarian - BAR	10	00	10	00	Appointment Type		Competitive - Career		VA 22222-1234 VA 22222-1234		
					Italian - ITA	50	30	50	30	Career Program		Information Mission Area		Phone 703-555-1212		
Section 6 - Training					Hours	Date Comp	Update Source		Career Field		Information Mission Area		Supervisor: Boss, Ima			
Leader Development: Intermediate Course (DL)					60	2011/04/15	HR Verified		Citizenship		U.S. Citizen, includes U.S. Nationals		Supervisor Email: ima.boss@us.army.mil			
Information Assurance Computer Network Defense II					40	2004/05/14	HR Verified		CPAC Name		HQ DA CPAC		Section 8a - Awards		Date	Update Source
Information Assurance Computer Network Defense					40	2004/05/07	HR Verified		BUS:		Eligible but not in Barg unit		Performance Award		2011/09/16	HR Verified
Organizational Unit Administrator					40	2004/03/05	HR Verified		FLSA:		Exempt		Performance Award		2011/02/01	HR Verified
IA Level 1 Certification					80	2004/02/12	HR Verified		Obligated Posn/Exp				NSPS Performance Bonus		2010/01/03	HR Verified
Effective Briefing Techniques					32	2003/11/06	HR Verified		Reserve Category		Not Applicable		NSPS Performance Bonus		2009/01/04	HR Verified
Business Objects Application					28	2001/04/12	HR Verified		Section 3b - Performance Data		Section 8b - Professional Licenses / Certification		Date		Update Source	
Network Mgr Security					40	2000/08/18	HR Verified		Performance Rating		Date		Six Sigma Master Black Belt		2009/06/30	
Network Manager Security Course					40	2000/08/18	HR Verified		Exceptional		2011/08/15		Section 10 - Additional Information			
Info Sys Security Officer Certification					40	2000/08/14	HR Verified		Exceptional		2010/12/21					
System Administrator Security Course					40	2000/08/11	HR Verified		Exceeds Expectations		2010/01/01					
Sys Admin Security					40	2000/08/11	HR Verified		Valued Performer		2009/01/01					
Intro To Oracle: Sql & Pl/Sql					40	1998/10/09	HR Verified		Exceeds Expectations		2008/01/01					
									Exceptional		2006/11/20					
									Exceptional		2005/11/22					
Section 7 - Education					School	Major / Program	Education Level	Yr of Degree	Update Source	Acq Corps Empl Cert Achvd: 3 - Life Cycle Logistics - 8/30/2006			Acq Corps Empl Cert Achvd: 2 - Program Management - 9/4/2008			
					VIE - Virginia Polytechnic Institute and State Univ	General Studies (240102)	Bachelor's Degree	1995	HR Verified	Acq Corps Posn Cat: K - Business - Financial Manag			Acq Posn Cert Req: 3 - Senior Level III			
										Date Level Cert Due: 2/27/2013			Acq Corps Qualified: Certified Acquisition Corps (No AF Use)			
Section 9a - Army Career Events / Position History													Location			
Career Event	Date	PP-Sers-Gr	Title	Supv Status	Position Number	CMD/UIC	Organization						Location			
Misc Pay Adj	2010/06/20	GS-2210-14	IT Specialist (Appsw)	Non-Supv	HT.1987452.Y1928	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR						Alexandria, Virginia			
Promotion	2008/03/16	YA-2210-03	IT Specialist (Appsw)	Non-Supv	HT.1326914.Y1928	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR						Alexandria, Virginia			
Gen Adj	2007/01/21	YA-2210-02	IT Specialist (Appsw)	Non-Supv	HT.1130386.218168	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR						Alexandria, Virginia			
Promotion	2006/07/09	GS-2210-13	Information Technology Specialist	Non-Supv	HT.992467.218168	SB/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF DIRECTOR						Alexandria, Virginia			
Realignment	2002/06/27	GS-2210-12	IT Specialist (Security)	Non-Supv	HM.18663.2F65F	E1/WATL99	HQ USAREUR & 7 ARMY / ODCSPIM, CIVILIAN PERSONNEL DIR						Seckenheim, Germany			
Section 9b - Other Employment History - Self Input													Location			
From Date	To Date	Grade/Rank	Title	Supv Status	Organization							Location				
1993/06/02	1997/01/01	GS-09	Pers Systems Mgr	Non-Supervisory	Civilian Personnel Office							Vicenza, IT				
1991/03/20	1993/06/01	GS-07	Helpdesk Lead	Team Lead	Civilian Personnel Office							Vicenza, IT				
1989/01/01	1990/12/31	GS-07	Pers Systems Mgt	Non-Supervisory	Civilian Personnel Office							Vicenza, IT				
1987/05/30	1988/06/01	SGT/E5	Systems Analyst	Non-Supervisory	22nd Area Support Group (SETAF)							Vicenza, IT				
1979/06/18	1987/04/28	SGT/E5	Computer Operator	Non-Supervisory	22nd Area Support Group (SETAF)							Vicenza, IT				

Go to MyBiz

MyBiz Guide

Customize your CRB

CRB Quick Guide

For Official Use Only

BRIEF V1.30

Last modified: 2011/11/10 1302 hrs

UNCLASSIFIED/PRIVACY ACT PROTECTED INFORMATION

Proponent: AG-1 (CP), CISD, eFAB